Electronic Submittal of Information (ESI) "Getting Started"

Click here for the On-Line Demo

Get a Password

⬇

Claim Sites
(RP or Authorized Consultant)

⬇

Upload Field Point Names

⬇

Error Check ESI Data Files
(*Recommended*)

- **Format Checker**
- **Review Hits Detection Report**
- **Review QA/QC Report**

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Upload/ Submit ESI Data Files
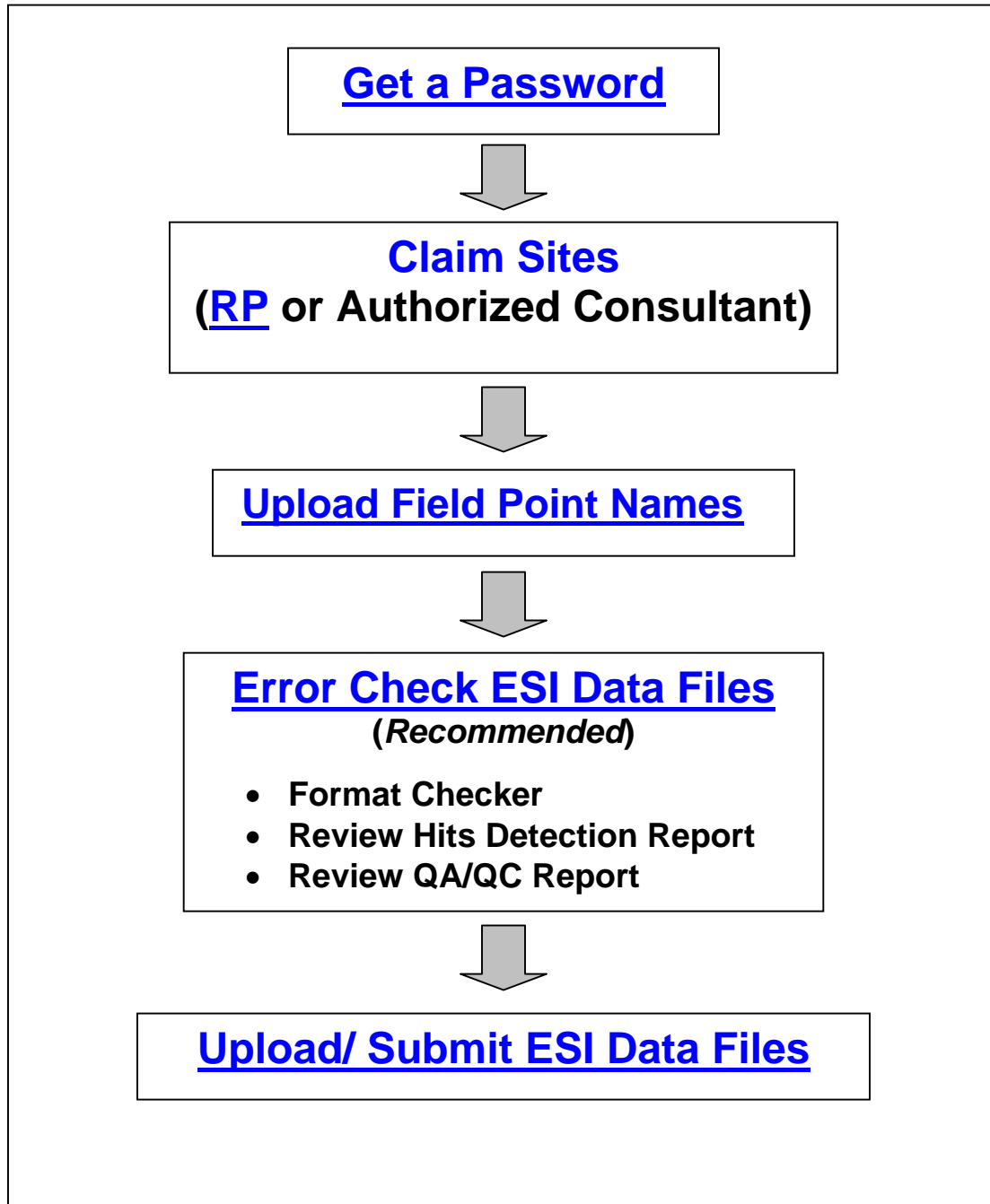
ESI – "Getting Started"
Additional Helpful Tips and Details

Passwords – <u>View Demo</u>
- **Log in at <u>http://esi.waterboards.ca.gov/ab2886/</u>**
- The Username can be up to 16 characters long with no spaces
- The Password is case sensitive and can be up to 16 characters long with no spaces

Claim Sites – <u>View Demo</u>
- Select "**Request Additional Facilities"** from the Main Menu.
- Search for facilities; Select a Facility Type – e.g. select "LUFT", "SLIC", "DOD", "Landfill", etc.
- Use a broad search (i.e. partial names and addresses) as the regulatory records often do not exactly match facility name and the addresses used by the businesses – View search tool demo.
- State Water Board verifies and approves the facility requests (SWRCB contacts the RP via telephone, 2 – 5 working days turnaround).

Note: All sights will be displayed to RPs and Authorized RP Agents, while only sites that have been "claimed" will be displayed to consultants.

Consultant Access to Sites
- Select "**Request Additional Facilities"** from the Main Menu.
- Search for facilities; Select a Facility Type – e.g. select "LUFT", "SLIC", "DOD", "Landfill", etc.
- Use a broader search as the regulatory records often do not exactly match the addresses used by the businesses.
- RP or Authorized RP Agent verifies and approves the consultants requests (the consultant may need to contact the RP).

Upload Field Point Names – <u>View Demo</u>

- Enter Global IDs and Field Point Names in text editor program (i.e. Notepad) or Microsoft Excel^{TM} (See example below).

- Do not use column headings in a Text file (i.e. notepad).

- In Excel^{TM,} column headings will be deleted when saved as a "Text (Tab delimited)" file.

- Submit as Tab delimited or Comma Delimited file (for Microsoft Excel^{TM} under file choose "save as" and for save as type choose "Text (Tab delimited).

Global ID	Field Point Name	RP Facility ID (Optional)
Global ID #1	MW-01	RPFACID#400
Global ID #1	MW-02	RPFACID#400
Global ID #1	MW-03	RPFACID#400
Global ID #2	MW-01	RPFACID#111
Global ID #2	MW-02	RPFACID#111
Global ID #2	B-1	RPFACID#111
Global ID #2	B-3	RPFACID#111

Verify/Error-Check Electronic Data – View Demo

- Review of the electronic data is recommended before submission to the SWRCB;
  - Does file pass the Format Checker?
  - Does the data identified in the "hits detection report" match the laboratory PDF report?
  - Are there QA/QC issues with the data being submitted?
- Select the "**Check EDD"** link on the Main Menu.
- Select the EDD type that you will be error checking.
- Click on the "**Browse"** button to search for your file on your computer.
- Click on the "**Perform Error Checking"** button when your file name appears in the file location box.

Consultants and RPs can only edit or modify Global IDs and Field Point Names. Consultants and RPs may not edit or modify electronic laboratory results or QA/QC data.

Upload Electronic Data – View Demo

- Select the **Upload EDD** link from the Main Menu.
- Click on the file type you will upload.
- For **EDF files;**
  - Search for the facility. Then Click on the **Upload EDF** link for the appropriate facility.
- Enter the **Report Title** and choose a **Report Type.**
- **GEO_XY**, **GEO_Z**, and **GEO_WELL** files may contain data for multiple sites. You can submit survey, elevation or depth to water data for MANY sites as one file.
- Click on the "**Browse"** button to search for your file on your computer.

- Click on the "**Perform Upload"** button when your file name appears in the file location box.

- Save/print **Confirmation** information for your records and to include in your hard copy report.

Delete an Electronic Submission – [View Demo](#)

- The electronic data file may be deleted if the regulatory agency has not yet accepted the file.
- Select the "**View Submittals"** link on the Main Menu.

- Click on the "**Delete Submittal"** link for each submission you wish to delete